

C-O-N-F-I-D-E-N-T-I-A-L

12 March 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Effective Writing

1. Two courses in Effective Writing will be conducted during the period from 10 April through 14 June 1956. Each is a 20-hour course, consisting of one two-hour meeting each week for ten weeks. Each course deals with the basic principles of effective expository writing, and is designed for Agency employees who have responsibility for writing or supervising writing. They will be given by Professor Calvin Linton, of George Washington University.

2. Course No. 8 is designed for employees in grades GS-9 through GS-11. It will meet on Tuesday mornings from 1000 to 1200 hours, beginning 10 April and ending 12 June. Classes will be held in Room 2025, R&S Building.

Course No. 9 is for employees in grades GS-12 and above. It will meet on Thursday mornings from 1000 to 1200 hours, beginning 12 April and ending 14 June. Those classes also will meet in Room 2025, R&S Building.

3. Enrollment in each course is limited to 20 students. Applications in excess of this number will receive priority consideration for subsequent courses.

4. Training requests should be forwarded through appropriate Training Officers to the Registrar, OTR, Room 17, Building , by the close of business, 2 April 1956.

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Acting Director of Training

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 9 NO CHANGE
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